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05

11 December 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report  
7 - 11 December 1970

GENERAL

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Nine recently returned case officers from their first field tours representing a variety of operational experiences and from various stations, related their experiences in the field and the relevancy of the training they received to their respective assignments. The conference agenda included briefings by OTR officers on recent developments and changes in operations training programs and seminar sessions on the subjects of "Training in Source Acquisition" and "The What, When, and Depth of Skills Training." It was the consensus of all participants that the conference served a very useful purpose for exchanging views and validating current training programs. A summary report of findings will be submitted later.

2. From 7 - 10 December 1970, ten instructors from the Agent and Liaison Training Branch took the Information Reports Familiarization Course (IR Fam). During this course these instructors received the basic principles of organization, expression, and format involved in the preparation of regular and cabled information reports. The training included five practical exercises in reports writing.

AGENT AND LIAISON TRAINING BRANCH

3. Three programs involving seven trainees were conducted, two in Washington and one TDY.

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Chief, Operations School/IR